



STATION ADMINISTRATION

CHAPTER XIV

STATION ADMINISTRATION

Good management procedures should not be ignored or overlooked, under the pressure of programming and technical functions of an Armed Forces radio or television station. Proper administrative procedures are necessary for efficient management. For this reason, and for guidance purposes, this chapter will list and discuss administrative aids and management tools which will guarantee the orderly conduct of day-to-day business at an Armed Forces radio or television station.

CATALOGING

Cataloging is a tedious and time-consuming process, but too much emphasis cannot be placed on its importance for a smooth-running radio or television station. Proper cataloging and accounting of films and transcriptions in a station's permanent library will provide a well-rounded station operation and discourage "off-the-top" programming which usually overlooks a wealth of material on hand. All radio and television program directors should be thoroughly familiar with material at their disposal and they should make periodic reviews to insure that the filing system adopted by their station is working and that all personnel are using available materials for the purpose for which they are intended.

It is not necessary to have an intricate cataloging system for either films or transcriptions. The system can and should be simple, designed to fill the needs of a particular radio or television station. The key to whatever system is used is that it be kept up to date with current shipments of library films or transcriptions. Cataloging is usually divided into a number of categories, but a cross-indexed division by title, artist and type will be sufficient for the average station's needs. This section does not intend to outline a detailed procedure for establishing a particular cataloging system.

The type index card system can be developed by filing title and artist cards according to type. If it is more desirable to establish an independent filing system for this purpose, separate cards can be prepared, similar to the title and artist index cards. This supplementary filing system will prove useful and practical when a particular type of film or transcription is desired.

Samples of cross-index cards for both transcriptions and films are shown below:

TITLE INDEX CARD

TRANSCRIPTION LIBRARY

TURKEY IN THE STRAW	2:25	W-72-4
ORCH: Spade Cooley		
TYPE: Western	(Inst.)	
REMARKS:		

ARTIST INDEX CARD

TRANSCRIPTION LIBRARY

COOLEY, SPADE		W-72-4
SELECTION: Turkey In The Straw	2:25	
TYPE: Western	(Inst.)	
REMARKS:		

TITLE INDEX CARD

FILM LIBRARY

VOICE IN THE FOG, A	24:58	Program No. 11-11-57
SERIES:	Four Star Anthology	
	Jack Lemmon	
TYPE:	Mystery	
REMARKS:		

ARTIST INDEX CARD

FILM LIBRARY

LEMMON, JACK		Program No. 11-11-57
TITLE:	A Voice In The Fog	24:58
SERIES:	Four Star Anthology	
TYPE:	Mystery	
REMARKS:		

DAILY ISSUE SHEET

Transcriptions and films permanently retained in station libraries are actually property on loan from AFRTS, Los Angeles. These materials are valuable and stations have a responsibility to protect these privately owned copyrights from unauthorized usage. As an aid toward carrying out this responsibility, the following Issue Sheets are suggested:

TRANSCRIPTION LIBRARY
DAILY ISSUE SHEET

All issues of recordings will be entered on this Daily Issue Sheet. There will be no exception, regardless of purpose, length of time or person involved. Discs will not be taken outside the building at any time, except by a special authorization of OIC, which will be noted below. All records issued, and not included in record shows for broadcast on THIS DATE, will be returned to the library by 5:00 PM on day covered by this Issue Sheet.

Selection and issue of records will be made ONLY by the Transcription Librarian.

DAY..... DATE.....

RECORD NO.	TITLE	TIME OUT	DESTINATION	TIME IN	REMARKS	SIGNATURE

FILM LIBRARY DAILY ISSUE SHEET

All issues of film will be entered on this Daily Issue Sheet. There will be no exception, regardless of purpose, length of time or person involved. Film will not be taken outside the building at any time, except by special authorization of OIC, which will be noted below. All film issued, and not included in programs for broadcast on THIS DATE, will be returned to the library by 5:00 PM on day covered by this Issue Sheet.

Selection and issue of film will be made ONLY by the Film Librarian.

DAY..... DATE.....

RECORD NO.	TITLE	TIME OUT	DESTINATION	TIME IN	REMARKS	SIGNATURE

THE MASTER SCHEDULE

The Master Schedule is prepared and maintained by the station program director. It will contain the following information:

1. Name and type of program.
2. Day and time of broadcast.
3. Length of each broadcast.
4. Number of times broadcast each week.
5. Source of program.

Station Channel Power	ABCD 8 200W	MASTER SCHEDULE TELEVISION						(Sample -- partially completed)
LOCAL TIME	SUN	MON	TUE	WED	THU	FRI	SAT	SOURCE
1100 1115 1130 1145	Test Pattern							S
1200 1215 1230 1245	Christo- phers #14 Chaplain Corner						Test Pattern	S
1300 1315 1330 1345	All Star Golf (F) 16-12-59	Test Pattern (S)	Test Pattern (S)	Test Pattern (S)	Test Pattern (S)	Test Pattern (S)	Baseball (F) 27-9-60	
1400 1415 1430 1445	World Wide 60 (F) 10-3-60	Open House (S) Cartoon S113 (F)	Open House (S) SkyKing 1002 (F)	Open House (S) Cartoon J125 (F)	Open House (S) Roy Rogers #44 (F)	Open House (S) Cartoon M567 (F)	Baseball (F) 27-9-60	
1500								

Code: F - Film
S - Studio

Station Frequency Power	ABCD 1480KC 250W	MASTER SCHEDULE RADIO						(Sample -- partially completed)
LOCAL TIME	SUN	MON	TUE	WED	THU	FRI	SAT	SOURCE
0600	News	News	News	News	News	News	News	S
0605	Sunrise Salute	Sunrise Salute	Sunrise Salute	Sunrise Salute	Sunrise Salute	Sunrise Salute	Sunrise Salute	MTL
0630	Morn. Melo- dies 14	Morn. Melo- dies 15	Morn. Melo- dies 16	Morn. Melo- dies 17	Morn. Melo- dies 18	Morn. Melo- dies 19	Morn. Melo- dies 20	ET
0645	Hymns from Home	Hymns from Home	Hymns from Home	Hymns from Home	Hymns from Home	Hymns from Home	Hymns from Home	T
0700	News	News	News	News	News	News	News	S
0715	Home- town Hilites	Home- town Hilites	Home- town Hilites	Home- town Hilites	Home- town Hilites	Home- town Hilites	Home- town Hilites	SW
0730	Church Serv. R	Brkfast Club 71 ET	Brkfast Club 72 ET	Brkfast Club 73 ET	Brkfast Club 74 ET	Brkfast Club 75 ET	Merry- Go-Rnd S	
0815	Church Serv. R	Melody RoundUp MTL	Melody RoundUp MTL	Melody RoundUp MTL	Melody RoundUp MTL	Melody RoundUp MTL	Melody RoundUp MTL	
0830	Church Serv. R	Hobby Shop S	Hobby Shop S	Hobby Shop S	Hobby Shop S	Hobby Shop S	Dixie Jam- boree ET	
0900								

CODE: S - Studio
 MTL - Music Transcription Library (AFRTS)
 ET - Transcribed (AFRTS)
 T - Tape
 SW - Shortwave Feed
 R - Remote

THE WEEKLY SCHEDULE

The Weekly Schedule is used primarily for publicity purposes, for release to local military and civilian publications, for reproduction and distribution within the command, or for such other methods of dissemination as the commander may direct. It contains the following information:

1. Name and type of each program.
2. Day and time of broadcast.
3. Length of program.
4. Names of star performers and such other information as constitutes billing for publicity purposes.

The weekly schedule is prepared from the master schedule with codes and operational information deleted. Program highlights are also included for the purpose of attracting viewers or listeners. For this reason, these program comments should be brief and to the point. For example:

Johnny Dollar — That hard hitting insurance investigator, Johnny Dollar, moves his action-packed adventures to a new time. Listen for him at 2030 hours, Thursday.

Cross Current — Three international stamp thieves try to turn Christopher Storm's hotel into a kidnapper's refuge on Cross Current 9:00 o'clock, Wednesday night.

Have Gun, Will Travel — Paladin finds himself ducking bullets from both sides when he comes between two angry brothers engaged in a duel-to-the-death. Have Gun, Will Travel Saturday night, 8:30.

THE DAILY OPERATING SCHEDULE

The Daily Operating Schedule is prepared at least twenty-four hours in advance and is used for information and instruction of station operating personnel. It includes the following information:

1. Name and type of each program and each announcement.
2. Time of broadcast in minutes and seconds.
3. Length of broadcast in minutes and seconds.
4. Source of program: Studio, remote or transcribed, shortwave transmission.
5. Other pertinent information of value or use to studio personnel.

DAILY OPERATING SCHEDULE			
RADIO			
Transcription Unit # _____		Sunday, _____ 196 _____	
T I M E		PROGRAM	SOURCE
ON	OFF		
05:57:00	05:59:15	NATIONAL ANTHEM - Sign On	B
05:59:15	06:00:00	***Program Notes (:45)	B
06:00:00	06:04:30	NEWS	A
06:04:30	06:05:00	***Absentee Voting Reminder (:30)	B (ET-AFRTS)
06:05:00	06:29:15	SUNRISE SALUTE	B (MTL-AFRTS)
06:29:15	06:29:45	***Church Announcements (:30)	B
06:29:45	06:30:00	***Station Identification & Weather	B
06:30:00	06:44:30	Morning Melodies #14	A (ET-AFRTS)
06:44:30	06:45:00	***Safe Driving (:25)	B

DAILY OPERATING SCHEDULE			
TELEVISION			
Film Unit # _____		Sunday, _____ 196 _____	
T I M E		PROGRAM	SOURCE
ON	OFF		
11:30:00	11:56:30	TEST PATTERN	A Slide
11:56:30	11:59:15	NATIONAL ANTHEM - Sign On	A Slide w/music
11:59:15	12:00:00	***Program Notes	B ID slide
12:00:00	12:29:00	Christophers #14	A F (AFRTS)
12:29:00	12:29:30	***Savings Bonds (:30)	B Slide (AFRTS)
12:29:30	12:29:45	***Listening Reminder (:15)	B Slide
12:29:45	12:30:00	***Station Identification (:15)	B ID Slide
12:30:00	12:59:15	CHAPLAIN'S CORNER	A S
12:59:15	13:00:00	***Program Notes - Station ID (:45)	

NOTE: Above samples of Daily Operating Schedule forms are partially filled out as a guide from basic information contained in sample master schedules on preceding pages. Programs originating away from the studios (remotes, AFRTS, transcriptions, films, slides, and so forth) are indicated in small type. Programs originating at the station are shown in LARGE TYPE, while live announcements are indicated with asterisks. This type of operating schedule can be adjusted to any day of the week and should be prepared in advance for inclusion in the continuity book at the beginning of the day.

THE DAILY OPERATIONAL LOG

The Daily Operational Log is maintained by studio personnel on duty. It should be authenticated daily by the station manager and retained as a permanent record. The Daily Operational Log can be divided into a transmitter and program log, depending on the physical arrangement of the radio or television station. Instances where transmitter and studios are located in the same area, these two logs can be combined into one daily operational log. In any event, The Daily Operational Log should include the following information:

1. All information listed in daily operational schedule.
2. Signature of announcer or engineer on duty during each period.
3. Deviation from program schedule, discrepancies or variations in studio activities or transmission affecting broadcast operation, should be noted in detail.

The following samples are partially filled out and can be adjusted according to local requirements:

DAILY OPERATIONAL LOG (PROGRAM)						
RADIO						
Sunday, _____ 196 ____						
Sched- uled Time On	Program	Time On	Time Off	Origin	Announc- er	Remarks
05:57:00	National Anthem- Sign On	05:57:00	05:59:15	ET LL	R.J. Jones	
05:59:15	Program Notes (:45)	05:59:15	06:00:00	LL	"	
06:00:00	News	06:00:30	06:05:00	LL	"	Filled 30 w/Absentee Voting spot scheduled at 06:04:30; news not ready
06:04:30	Absentee Voting			ET-SA	"	Cancelled
06:05:00	Sunrise Salute	06:05:00	06:29:15	ET (MTL)	"	

CODE: ET - Transcribed
 LL - Local Live
 SA - Spot Announcement
 ET-SA - Spot Announcement (Transcribed)
 MTL - Music Transcription Library

DAILY OPERATIONAL LOG (TRANSMITTER)						
RADIO						
Sunday, _____ 196 ____						
Time	Freq. Devia.	Plate Voltage	Plate Current	Antenna Current	Remarks	Engineer
05:57:00	+6	1460	290	2.65	National Anthem - Sign On	B. L. Smith
06:30:10	+4	1460	285	2.64		
06:47:47					Station off air 6 seconds - blew overload	
07:00:05	+3	1460	290	2.65		B. L. Smith Off duty

Above information should be filled in by the transmitter engineer at half hour intervals.

All air outages or transmitter trouble should be entered in log, with actual readings. Transmitter engineer signs log only when coming on and going off duty.

DAILY OPERATIONAL LOG (COMBINED) RADIO

In instances where it is desirable to combine transmitter and program activities into one daily operational log, the columns of information listed in the two preceding samples should be reproduced (lengthwise), beginning with columns from Daily Operational Log (Transmitter), followed by columns from Daily Operational Log (Program).

DAILY OPERATIONAL LOG (COMBINED) RADIO																	
Sunday, _____ 196__																	
Time	Freq. Devia.	Plate Voltage	Plate Current	Antenna Current	Remarks	Engineer	Sched. Time On	Program	Time On								
←						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">Time Off</th> <th style="width: 25%;">Origin</th> <th style="width: 25%;">Announcer</th> <th style="width: 25%;">Remarks</th> </tr> <tr> <td>←</td><td> </td><td> </td><td> </td> </tr> </table>				Time Off	Origin	Announcer	Remarks	←			
Time Off	Origin	Announcer	Remarks														
←																	

In a television operation, the Daily Operational Log performs the same function as in radio. It should be authenticated daily by the station manager and retained as a permanent record. It is maintained by studio personnel on duty and reflects all deviations, discrepancies, or variations in operation. Similar to the Radio Operational Log, and where the local situation dictates, it can be divided into transmitter and program logs.

Here again, transmitter and program activities can be combined into a Daily Operational Log (Combined) by reproducing (lengthwise) columns of information from the Daily Operational Log (Transmitter), followed by columns of information from the Daily Operational Log (Program).

DAILY OPERATIONAL LOG (Program) TELEVISION						
Station _____ Sunday, _____ 196__						
Schedul- ed Time On	Program	Time On	Time Off	Origin	Announcer	Remarks
11:30:00	Test Pattern	11:44:10	11:56:30	Slide	R. W. Green	Test Pattern slide could not be located
11:56:30	National Anthem Sign On	11:56:30	11:59:15	ET-Slide	"	
11:59:15	Program Notes	11:59:15	12:00:00	LL-Slide	"	
12:00:00	Christophers #14	12:00:00	12:29:00	F(AFRTS)	"	

Station _____ Carrier on 11:30:00
Video Carrier Freq. _____ Modulation on 12:00:00
Sound Carrier Freq. _____ Carrier off _____
Sunday, _____ 196 _____ Modulation off _____

Ep . Plate Voltage
Ip . Plate Current
RF . Radio Frequency
VSWR . Standing Wave Ratio

All air outages or transmitter trouble should be entered in log, with actual readings. Transmitter engineer signs log only when coming on and going off duty.

Sunday, _____ 196_____

THE CONTINUITY BOOK

1. Copy of the daily operating schedule.
2. All continuity to be read during the broadcast day.
 - a. Sign-On and Sign-Off announcements.
 - b. Station identification announcements.
 - c. Spot announcements.
 - d. Emergency announcements.

120

By adding appropriate visuals for television, the following samples can be used for either radio or television:

SIGN-ON

Music: The National Anthem to end.

Announcer: "Good Morning. This is AFRTS (geographic name), an affiliate of the United States Armed Forces Radio and Television Service, an activity of the United States Department of Defense. AFRTS operates on an assigned (frequency or channel), with an authorized power of . AFRTS is on the air."

SIGN-OFF

Announcer: "AFRTS (geographic name) now concludes its transmission, returning to the air at tomorrow morning. AFRTS , an affiliate of the Armed Forces Radio and Television Service, is an activity of the United States Department of Defense and operates on an assigned (frequency or channel) with an authorized power of . On behalf of the AFRTS staff and your commander, this is (announcer's name) bidding you good night. . . and good morning. Ladies and gentlemen, our National Anthem."

Music: The National Anthem to end.

STATION IDENTIFICATION

This is AFRTS (geographic name), the Voice of Information and Education.

SPOT ANNOUNCEMENTS

Title of Spot: (weather forecast promotional)
Number: (1)
Writer: (Wolfe)
Starting date: (25 October)
Suspense date: (5 November)

Date and Time used	Announcer's Initials	Copy
25 Oct 06:15:00	CB	Announcer: "Much more reliable than an old man's lumbago. . . the scientific weather forecasts are now sent your way by AFRTS , through the facilities of the Twenty-ninth Air Weather Service Detachment. Listen for them every day, following all newscasts.

EMERGENCY ANNOUNCEMENTS

1) Failure at beginning of program:-

- a) Due to operating difficulties, we are unable to present the program scheduled at this time. In the meantime, AFRTS (geographic name) offers (standby material).

- b) Operating difficulties which necessitated delay in presenting the regularly scheduled program have now been cleared. We return you to (program title) .
- 2) Failure after start of program:-
- a) Due to operating difficulties, we interrupt the regularly scheduled program (program title) . We present an interlude of (standby material) .
- b) Operating difficulties which necessitated interrupting our schedule have now been cleared. We return you to (program title) .
- 3) Program substitution announcement:-
- a) The program originally scheduled for nine o'clock, (program title) will be broadcast at ten o'clock in order to bring you the following special report from the President of the United States.
- b) The program originally scheduled at this time, (program title) , will not be (heard-viewed) . Instead, we invite you to (listen-view) (program title) .

MISCELLANEOUS ADMINISTRATIVE AIDS

For purposes of study, this section lists samples of several outstanding miscellaneous administrative forms. It is hoped that this brief sampling will initiate review of current operating forms and suggest changes or adoption of additional ones in the light of local operating conditions.

DUTY SCHEDULE FORM							
Week Ending _____ 19 ____							
Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
SIGN ON							
To- 1200							
1200							
To- 1700							
1700 To							
SIGN OFF							

MUSICAL PROGRAM LOG SHEET		
This log is to be prepared in duplicate by the announcer and approved by the program director prior to broadcast. After the program is aired, copy of this log will be filed and retained for three months.		
Program _____	Date _____	Announcer _____
	Approved _____	Program Director _____
Time _____		
SELECTION	ARTIST	MTL #

FILM INSPECTION REPORT

Running Time:

Show	Reel No. 1
	" " 2
Program No.	" " 3
	" " 4
Print No.	TOTAL RUNNING TIME

CODE

CS -cell scratch	ENT-edge nicks, track side	TR-track ruptured (spliced)
CM -cinch marks	MF -missing footage	TS-torn sprocket hole
ES -emulsion scratch	MUF-mutilated footage	TT-torn track
ENP-edge nicks, perf. side		R-(after code) - repaired

CODE	ENTER EXACT FOOTAGE AND FRAMES	REMARKS

COMMENTS:

_____ GOOD	_____ (name)
_____ PARTIALLY GOOD	_____ Inspector
_____ NO GOOD	_____ Date
	_____ (name)
	_____ Disposition
	_____ Authorized

ANNOUNCER FILE CARD

Name:	Dependability:
	Vocabulary:
Date assigned:	
	Voice quality and characteristics:
Date graduated from indoctrination period to announcer staff:	Willingness to accept responsibility:
	Attendance at training:
Experience prior to this assignment:	Initiative in work and study:
Production abilities:	Type announcing recommended:

TALENT FILE CARD

NAME: Craig J. Lott, Sgt. ASN: 74038393 MOS: 756

MILITARY ADDRESS: Company "C" Staff Bn. Unit/430/B
Hqs & Sr Gr GHQ FEC Grant Heights (Tokyo)
APO 500 26-3467 84-3021

EDUCATION: 2 yrs college - University of Illinois
Dramatics Major

PREV. RADIO: Staff Announcer WMAZ Chicago, Ill. (1 yr)

SPECIALTY: Sound effects production

DIALECTS: Texas, New England, Pure British, Cockney & Irish

CHARACTERIZATIONS: Juvenile - old man, Peter Lorre - take off

REMARKS: Good enunciation - fair characterization and very good straights